



Job Specification

Job Title: Program Coordinator
BCAT Code: 510X GP
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs administrative and supervisory work in managing and coordinating a program.

Examples of Duties

- Manages various aspects of programs such as location, catering, course content, etc.
- Prepares course materials.
- Creates instructional and participant informational packets.
- Procures facilities, catering, etc., and arranges for audiovisual equipment and other communications media.
- Administers the program budget; reviews bills and invoices for payment.
- Assists with hiring procedures.
- Maintains and develops letters of agreement, contracts, and other correspondence.
- Provides course information to participants and potential participants.
- Reviews applications for programs.
- Supervises program support staff.
- Processes time sheets for the department.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of event or program planning.
- Knowledge of computer software and operation.
- Effective organizational skills.
- Effective time management skills.
- Effective oral and written communication skills.
- Effective supervisory skills.

Minimum GSU Hiring Standards

Bachelor's degree and one-year experience; or a high school diploma or GED and five years experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.